

Resumé Critique Form

As the job seeker, put yourself in the shoes of an employer. How would he or she respond to your resumé? Use the form below as you write your resumé. Give the form to others so they can critique your resumé and give you honest feedback.

Appearance

Yes	No	Question
		Is the resumé printed on high-quality bond paper?
		Is it a quality copy, free of stray marks and shaded or faded areas?
		Is there adequate white space?
		Is the selected font easy to read?
		Is the overall resumé layout professional, attractive and reader-friendly?
		Are bullets, font changes, caps, underline and italics used sparingly and appropriately? Is the resumé clean and sharp?

Content

Yes	No	Question
		Is the resumé free of typos, misspellings, abbreviations and capitalization or punctuation errors?
		Are job descriptions written with resumé phrases that begin with powerful action verbs?
		Is the resumé free of all grammatical errors, including inconsistent verb tense?
		Does the resumé writing reflect clear and concise vocabulary?
		Have redundancies been eliminated?
		Is the resumé free of personal pronouns (I, you, my, we, they)?

Marketing

Yes	No	Question
		Does the Summary Statement emphasize the benefits of hiring the candidate to the employer rather than what the job seeker is looking for?
		Does the Skills List match the employer's job specifications and requirements?
		Does the most important information appear in the first quarter of the first page? Does it capture the employer's interest? Does it pass the "10-second test?"
		Does the resumé provide quantified accomplishments?
		Is the use of insider's language and job-specific terminology appropriate?
		Has unnecessary information been eliminated?
		Is the resumé an appropriate length, or is the length justified based on unique information?
		Is the resumé tailored to the job description, answering the employer's question, "What can this job candidate do for me?"